

<b>REQUEST FOR QUOTATION</b>		<b>LSU</b>	<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			<b>08/16/2016    11:00 AM    CT</b>	
<b>SOLICITATION RFQ-0000000009</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 80px; width: 350px; margin-top: 10px;"></div>			<b>RETURN BID TO</b> <b>FAX #:</b> 225-578-2292 Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803  <b>Buyer</b> Sommer Freeman <b>Buyer Phone</b> +1 (225) 578-2304 <b>Buyer Email</b> sfreeman@lsu.edu <b>Issue Date</b> 07/21/2016	
TITLE: Custodial Services- LSU Athletic Arenas				
<p style="text-align: center;"><b>To Be Completed By Supplier</b></p> 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;"><b>General Instructions to Suppliers</b></p> 1. Quotations for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing LSU Campus Procurement Office at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices shall include all delivery charges paid by the supplier, F.O.B. LSU Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.				
<b>SUPPLIER NAME</b>			<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>			<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>			<b>PHONE #</b>	
<b>TITLE</b>			<b>FAX #</b>	
<b>E-MAIL</b>			<b>FEDERAL TAX ID #</b>	

STANDARD TERMS & CONDITIONS	REQUEST FOR QUOTATION	Page 2
SOLICITATION RFQ-0000000009	DUE DATE 08/16/2016	DUE TIME 11:00:00 AM
<p>Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation. In the event of conflict between the General Instructions to Suppliers or Standard Terms &amp; Conditions and the Special Terms &amp; Conditions, the Special Terms &amp; Conditions shall govern.</p> <p><b>1. Bid Forms</b> Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety.</p> <p><b>2. Interpretation of Solicitation/Supplier Inquiries</b> If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the fax number shown above. No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office. LSU shall not be responsible for any other interpretations or assumptions made by supplier.</p> <p><b>3. Bid Addenda</b> Bid Addenda is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by the issuing LSU Campus Procurement Office at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, courier service, hand delivery, email, or USPS mail. Bid revisions received after the bid due date and time cannot be considered, whereupon the supplier must either honor or withdraw its original bid.</p> <p><b>4. Standards of Quality</b> Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.</p> <p><b>5. New Products / Warranty</b> All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.</p> <p><b>6. Descriptive Information</b> Supplier proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. If item(s) bid do not fully comply with specifications, supplier must state in what respect item(s) deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.</p> <p><b>7. Bids / Prices / F.O.B. Point / Taxes</b></p> <ul style="list-style-type: none"> <li>• The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.</li> <li>• Bids other than F.O.B. LSU Destination may be rejected.</li> <li>• Bids indicating estimated freight charges may be rejected.</li> <li>• Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.</li> <li>• Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.</li> <li>• Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.</li> <li>• Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.</li> <li>• In the event of extension errors, the unit price bid shall prevail.</li> <li>• Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes.</li> </ul> <p><b>8. Applicable Law</b> All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.</p>		

STANDARD TERMS & CONDITIONS	REQUEST FOR QUOTATION	Page 3
SOLICITATION RFQ-0000000009	DUE DATE 08/16/2016	DUE TIME 11:00:00 AM
<p><b>9. Terms and Conditions</b> This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.</p> <p><b>10. Supplier Forms/LSU Signature Authority</b> The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc. The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.</p> <p><b>11. Awards</b> Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.</p> <p><b>12. Acceptance of Bid</b> Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract. Bid tabulations may be requested after acceptance of bid.</p> <p><b>13. Awarded Products</b> Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Any defect in any product may cause its rejection.</p> <p><b>14. Delivery/Default of Supplier</b> Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.</p> <p><b>15. Supplier Invoices</b> Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable. Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p><b>16. Assignment of Contract/Contract Proceeds</b> Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p><b>17. Right to Piggyback</b> Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.</p> <p><b>18. Contract Cancellation</b> LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.</p> <p><b>19. Prohibited Contractual Arrangements</b> Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.</p>		

SOLICITATION RFQ-0000000009

DUE DATE 08/16/2016

DUE TIME 11:00:00 AM

**20. Equal Employment Opportunity Compliance**

By submitting and signing this bid, supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor.

**21. Mutual Indemnification**

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**22. Right to Audit**

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

SOLICITATION RFQ-0000000009

DUE DATE 08/16/2016

DUE TIME 11:00:00 AM

-Sealed Bid Delivery Instructions and Advisory: To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose. Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Bidders may deliver bids by hand or by a courier service to our physical location at the "Return Bid To" address specified. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Your attention is also directed to Standard Terms & Conditions No. 1 - Bid Delivery and Receipt.

Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.

PRICE SHEET		REQUEST FOR QUOTATION		Page 6	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<b>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO:</b> <b>Louisiana State University</b> <b>0602D Moran Family Ctr For Athletic Admin</b> <b>Baton Rouge, LA 70803</b>					
1	Other Operating Services - Miscellaneous (SC0051)  <b>Attendants to cover all restrooms, seating areas, concourses and stairwells per event as needed basis, per attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	18	Hour	\$ _____	\$ _____
2	Other Operating Services - Miscellaneous (SC0051)  <b>Outside area - main entrances, ramps and sidewalks.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	15	Each	\$ _____	\$ _____
3	Other Operating Services - Miscellaneous (SC0051)  <b>Area pick-up - upper level seating area (44 sections), price per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	5	Each	\$ _____	\$ _____
4	Other Operating Services - Miscellaneous (SC0051)  <b>Area pick-up - middle level seating area (28 sections), price per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	5	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 7	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	Other Operating Services - Miscellaneous (SC0051) <b>Area pick-up - lower level seating area (28 sections), price per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	5	Each	\$ _____	\$ _____
6	Other Operating Services - Miscellaneous (SC0051) <b>One-fourth (1/4) concourse, price per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	30	Each	\$ _____	\$ _____
7	Other Operating Services - Miscellaneous (SC0051) <b>Full concourse and restroom.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	10	Each	\$ _____	\$ _____
8	Other Operating Services - Miscellaneous (SC0051) <b>Upper level seating area - per section (aisle to aisle, inclusive), price per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	50	Each	\$ _____	\$ _____
9	Other Operating Services - Miscellaneous (SC0051) <b>Upper level seating area.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	5	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 8	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
10	Other Operating Services - Miscellaneous (SC0051) <b>Middle level seating area - portal area. Price per portal.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	50	Each	\$ _____	\$ _____
11	Other Operating Services - Miscellaneous (SC0051) <b>Middle level seating area - transverse per section.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	50	Each	\$ _____	\$ _____
12	Other Operating Services - Miscellaneous (SC0051) <b>Middle level seating area - per section(aisle to aisle, inclusive).</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	50	Each	\$ _____	\$ _____
13	Other Operating Services - Miscellaneous (SC0051) <b>Middle level seating area.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	10	Each	\$ _____	\$ _____
14	Other Operating Services - Miscellaneous (SC0051) <b>Lower level seating area - per section (aisle to aisle, inclusive).</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	455	Each	\$ _____	\$ _____



PRICE SHEET		REQUEST FOR QUOTATION		Page 9	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
15	Other Operating Services - Miscellaneous (SC0051) <b>Lower level seating area.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	15	Each	\$ _____	\$ _____
16	Other Operating Services - Miscellaneous (SC0051) <b>Ground level - dressing room area.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	10	Each	\$ _____	\$ _____
17	Other Operating Services - Miscellaneous (SC0051) <b>Ground level - individual corridors with restrooms.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	30	Each	\$ _____	\$ _____
18	Other Operating Services - Miscellaneous (SC0051) <b>Ground level corridors including restrooms/dressing rooms.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	50	Each	\$ _____	\$ _____
19	Other Operating Services - Miscellaneous (SC0051) <b>Arena floor with platform seating in place.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	35	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 10	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
20	Other Operating Services - Miscellaneous (SC0051) <b>Arena floor with platform seating retracted.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	40	Each	\$ _____	\$ _____
21	Other Operating Services - Miscellaneous (SC0051) <b>Full arena clean-up to include: Full concourse &amp; restrooms, corridors, lower restrooms &amp; dressing rooms. Lower level seating area &amp; synthetic floor area in front of &amp; between platform seating. Middle &amp; upper level seating, transverse aisle and portal entrances. Area pick-up outside main entrances &amp; ramps.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	85	Each	\$ _____	\$ _____
22	Other Operating Services - Miscellaneous (SC0051) <b>Annual Post-Season Cleaning at Alex Box Stadium, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
23	Other Operating Services - Miscellaneous (SC0051) <b>Custodial Services, Cleaning of Alex Box Grandstands, Restrooms, and Concourse areas following each home game. Scope of contract shall consist of approx. 35 cleanings; per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	35	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 11	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
24	Other Operating Services - Miscellaneous (SC0051) <b>Annual Pre-Season Cleaning at Alex Box Stadium, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	3000	Each	\$ _____	\$ _____
25	Other Operating Services - Miscellaneous (SC0051) <b>Blowing of all Seating Areas at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	8	Each	\$ _____	\$ _____
26	Other Operating Services - Miscellaneous (SC0051) <b>Picking of all Seating Areas at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	8	Each	\$ _____	\$ _____
27	Other Operating Services - Miscellaneous (SC0051) <b>Fan Fest Event Day Three Post Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 12	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
28	Other Operating Services - Miscellaneous (SC0051) <b>Fan Fest Event Day One &amp; Two Post Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
29	Other Operating Services - Miscellaneous (SC0051) <b>Fan Fest Event Day One, Two &amp; Three Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
30	Other Operating Services - Miscellaneous (SC0051) <b>Post Event Day Three Cleaning for Bayou Country Superfest at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
31	Other Operating Services - Miscellaneous (SC0051) <b>Post Event Day One &amp; Two Cleaning for Bayou Country Superfest at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	2	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 13	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
32	Other Operating Services - Miscellaneous (SC0051)  <b>Event Day One, Two &amp; Three Cleaning for Bayou Country Superfest at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
33	Other Operating Services - Miscellaneous (SC0051)  <b>Pre-Cleaning for Bayou Country Superfest at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
34	Other Operating Services - Miscellaneous (SC0051)  <b>Post Clean for Spring Game at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
35	Other Operating Services - Miscellaneous (SC0051)  <b>Pre-Cleaning for Spring Game at Tiger Stadium; IF REQUESTED, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____

PRICE SHEET		REQUEST FOR QUOTATION		Page 14	
SOLICITATION RFQ-0000000009		DUE DATE 08/16/2016		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
36	Other Operating Services - Miscellaneous (SC0051) <b>Post Gameday/Game Prep Cleaning at Tiger Stadium, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	8	Each	\$ _____	\$ _____
37	Other Operating Services - Miscellaneous (SC0051) <b>Gameday Cleaning at Tiger Stadium, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	8	Each	\$ _____	\$ _____
38	Other Operating Services - Miscellaneous (SC0051) <b>Annual Pre-Season Cleaning at Tiger Stadium, per the attached specifications and schedule.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____

## **Athletic Stadiums Custodial Specifications**

### **GENERAL SPECIFICATIONS**

**Award shall be made on an all or none basis**

A **MANDATORY** Pre-bid conference will be held The Bill Lawton Squad Room, located on West Stadium Road, on July 29, 2016 at 10:00 AM. A site visit will be conducted at this time, which will take approximately two (2) hours. All prospective bidders are **required** to attend this conference and failure to do so will be considered grounds for **rejection** of their bid.

### **TIGER STADIUM**

#### **ANNUAL PRE-CLEAN AT TIGER STADIUM**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), stairs, elevator landings and concourses and plazas (west, south, north and east) of Tiger Stadium to the curbing.***

#### ***Description of Service Area:***

- ***102,321 seating (approx.)***
- ***25 Men's Restrooms***
- ***38 Women's Restrooms***
- ***2 Family Restroom***
- ***6 Satellite Restrooms***
- ***9 First Aid Stations, 1 Trauma Room***

#### **REQUIREMENTS:**

##### **RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS/ESCALATOR:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Remove all cobwebs from the concourse areas.
- Place all trash cans and recycle cans in designated areas denoted by LSU Athletic Facilities throughout the stadium.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Clean off any outside air vents.
- Clean concourse walk-ways removing any gum and addressing concrete stains. Clean block walls and doors.
- Wipe all hand rails down.

- Removal of all trash, addressing of concrete stains, gum removal, etc. on the Westside Plaza of Tiger Stadium This includes inside of Gates 1-6 and out onto the curbing.
- Remove any debris or trash from rooftops throughout the stadium. Lift or ladder to be provided by the awarded bidder.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

#### RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Remove trash and sweep restrooms.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Once restroom is dry, stock expendable restroom supplies from Athletic Department inventory.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR PRE-CLEAN:

- All patron walkways must be clean.
- Awarded bidder must submit a schedule of work within seven (7) business days after award.
- Awarded bidder will be solely responsible for supplying all equipment, machines and scrubbers, etc. to be used for cleaning along with supplies including but not limited to cleaning chemicals, mops, brooms, etc. and for the performance of this contract.
- Clean exterior and interior of all trash receptacles. Bag all receptacles with appropriate size liner.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.



- Stocking of all restrooms, first aids, trauma room and satellite restrooms cannot begin until the Tuesday before the first home game and must be completed by final inspection Thursday at 2PM.
- Athletic Facilities Representative accompanied by manager of awarded awarded bidder must be present for final inspection of all areas on Thursday at 2PM prior to first home game.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

#### **GAMEDAY CLEANING AT TIGER STADIUM**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), elevator landings and concourses.***

##### ***Description of Service Area:***

- ***102.321 seating (approx.)***
- ***25 Men's Restrooms***
- ***38 Women's Restrooms***
- ***2 Family Restroom***
- ***6 Satellite Restrooms***
- ***9 First Aid Stations, 1 Trauma Room***

#### **REQUIREMENTS:**

##### **RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS/ESCALATOR:**

- Pan and broom all concourses, ramps, stramps and elevator landings of loose debris, gum and cigarette butts.
- Mop and clean-up any spills or vomit.
- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Monitor and reline all trash and recycle cans as necessary. No trash can remain in any areas once removed from cans.
- All trash must be transported to a designated area denoted by the Athletic Facilities Department Representative throughout the event.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

##### **RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:**

- Unlock restrooms at time denoted by LSU Athletic Facility Representative.
- Monitor and maintain all restrooms by checking expendable items and replacing as necessary.

- Pan and broom floors.
- Mop spills and vomit.
- Maintain toilets as needed. Notify LSU representative of stop ups, overflows, etc. Wipe bowls clean as needed.
- Empty trash cans, recycle cans and feminine receptacles and re-line as needed.
- Restrooms, First Aids and the Trauma Room in Tiger Stadium and the seven (7) satellite restrooms are to be serviced every twenty (20) minutes.
- All trash must be transported to a designated area denoted by the Athletic Facilities Department Representative throughout the event.

GENERAL SPECIFICATIONS FOR GAMEDAY CLEANING OF TIGER STADIUM:

- A minimum of 48 staff members, 8 supervisors and 1 Project Manager are to be provided for game day cleaning services in Tiger Stadium. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- An early arrival crew of two (2) males, two (2) females and one supervisor must arrive at the same report time as LSU Athletic Facilities staff on each game day to handle any last minute items. This can be included in the game day staffing numbers, however, cannot be used for the satellite restroom staffing numbers.
- A separate crew of two (2) males, two (2) females and one supervisor must be provided to maintain seven (7) satellite restrooms around campus. This must be separate from the game day crew and the early arrival crew for the stadium.
- Awarded bidder must have all remaining workers arrive at Tiger Stadium, to a designated area set by the Athletic Department, no later than five (5) hours prior to game time and all workers must remain until work is complete and staff is dismissed by the LSU Athletic Facility Representative which is usually a ½ hour after completion of the game.
- All staff must be checked in and checked out by the designated Athletic Facilities Representative at time of arrival and departure. This includes the early arrival staff and the satellite restroom staff.
- Check-in period will last for twenty (20) minutes prior to the five (5) hour arrival time. The awarded bidder will be deemed deficient should all workers not be checked-in during this time period.
- Parking will be provided by Athletic Facilities Department at the Athletic Facility Building. Attendants must walk to the Stadium (approximately ¼ mile). Awarded bidder should remind his staff that traffic varies per game, and late check in's shall result in a deficiency.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- There are to be NO supplies left anywhere in the facility at any time. This includes the seven (7) satellite restrooms.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to

Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

- There is to be NO trash left on ramps, concourses or roof tops throughout the duration of a game day or event in Tiger Stadium.
- There is a trash chute in Tiger Stadium that can be accessed from the South Upper Deck for trash.
  - No cardboard boxes are to be thrown down the trash chute. All cardboard must be brought down post game via the freight elevator.
  - At no point shall the door to the trash chute be propped open.
  - No full bags of food shall be thrown down the trash chute.
- All pricing is to be based per game.
- Staffing shall be distributed throughout the stadium as listed below:

<u>AREA</u>	<u>MALE</u>	<u>FEMALE</u>	<u>MANAGERS</u>
<b>West Bowl</b>			<b>1</b>
<b>L1/NW &amp; SW GATE</b>	<b>2</b>	<b>3</b>	
<b>L3</b>	<b>2</b>	<b>3</b>	
<b>East Bowl</b>			<b>1</b>
<b>L1/NE &amp; SE GATE</b>	<b>2</b>	<b>3</b>	
<b>L3</b>	<b>2</b>	<b>3</b>	
<b>South Bowl</b>			<b>2</b>
<b>L1</b>	<b>2</b>	<b>3</b>	
<b>L2</b>	<b>2</b>	<b>3</b>	
<b>North Bowl</b>			<b>1</b>
<b>L1</b>	<b>2</b>	<b>2</b>	
<b>L3</b>	<b>2</b>	<b>2</b>	
<b>East Upper Deck</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>West Upper Deck</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>South Upper Deck</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total:</b>	<b>21</b>	<b>27</b>	<b>8</b>

## **POST GAMEDAY/GAME PREP CLEANING AT TIGER STADIUM**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), stairs, elevator landings and concourses and plazas (west, south, north and east) of Tiger Stadium to the curbing.***

### ***Description of Service Area:***

- ***102.321 seating (approx.)***
- ***25 Men's Restrooms***
- ***38 Women's Restrooms***
- ***2 Family Restroom***
- ***6 Satellite Restrooms***
- ***9 First Aid Stations, 1 Trauma Room***

## **REQUIREMENTS:**

### **RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS/ESCALATOR:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Remove all cobwebs from the concourse areas.
- Place all trash cans and recycle cans.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Clean off any outside air vents.
- Wipe all hand rails down.
- Removal of all trash, addressing of concrete stains, gum removal, etc. on the Westside Plaza of Tiger Stadium this includes inside of Gates 1-6 and out onto the curbing. This is to be considered top priority and must be completed by the close of business on the Sunday following each home game.
- Remove any trash or debris from rooftops in Tiger Stadium.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

### **RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:**

- Remove trash and sweep restrooms.
- Remove all stock and give to designated Athletic Facilities staff member.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks. Wipe clean of any debris, etc. and notify LSU Athletic Facility Representative of any stop ups or continuous running sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.

- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Once restroom is dry, stock expendable restroom supplies from Athletic Facilities Department inventory.
- Sweep and mop floors.
- Lock restrooms when completed.

GENERAL SPECIFICATIONS FOR POST GAMEDAY/GAME PREP CLEANING:

- All restrooms, first aid rooms and trauma room in Tiger Stadium and the seven (7) satellite restrooms must be thoroughly cleaned by 2PM on each Tuesday following a home game.
- All restrooms, first aid rooms and trauma room in Tiger Stadium and seven (7) satellite restrooms must be stocked by 2PM on each Thursday following a home game. Should there be a break in games, stocking will begin on the Tuesday prior to the next home game and shall be completed by 2PM on the Thursday before the next home game.
- In the circumstance where there is a break in games, LSU withholds the right to request touch ups of any restrooms, first aids, the trauma room and/or satellite restrooms during the stocking period.
- A checklist will be completed by the designated Athletic Department representative during each step of the post clean process. These items must be addressed within a twenty-four (24) hour period from the time the list is submitted to the successful contractor via email.
- Following the last home game of the season, all restrooms (with the exception of Northwest restrooms), first aids and the trauma room are NOT to be restocked with expendable items.
- Following the last home game of the season, all trash and recycle cans will be stored in a designated area set by the LSU Athletic Facilities representative.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- Gift Center satellite restroom must be completed and restocked for Monday morning following all home games.
- Northwest field gate restrooms must be cleaned and restocked for use Monday morning following all home games.

- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

## **NATIONAL L CLUB SPRING GAME**

### **1. PRE-CLEAN FOR SPRING GAME:**

***Note: : Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), stairs, elevator landings and concourses and plazas (west, south, north and east) of Tiger Stadium to the curbing.***

#### ***Description of Service Area:***

- ***East:***
  - ***11,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***1 First Aid Station***
- ***West:***
  - ***11,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***1 First Aid Station***
  - ***1 Trauma Room***
- ***South:***
  - ***22,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***2 First Aid Stations***
- ***7 Satellite Restrooms***

## **REQUIREMENTS:**

### **PICKING/BLOWING OF SEATING AREAS:**

- Pick up any loose debris, trash, etc. from the seating area.
- Remove any gum, stickers, graffiti or any other foreign items from seating areas.
- Blow all of the seating areas to remove loose debris, peanut shells, etc.
- Wipe down all seating to include removal of all bird feces.

### **RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Remove all cobwebs from the concourse areas.
- Place all trash cans and recycle cans in designated area set by LSU Athletic Facility Representative.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Clean off any outside air vents.
- Wipe all hand rails down.
- Remove any trash and debris from rooftops in Tiger Stadium.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

#### RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Remove trash and sweep restrooms.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Once restroom is dry, stock expendable restroom supplies from Athletic Department inventory.
- Sweep and mop floors.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR PRE-CLEAN FOR NATIONAL L CLUB SPRING GAME:

- All patron walkways must be clean.
- Awarded bidder will be solely responsible for supplying own equipment, machines and scrubbers, etc. to be used for cleaning along with supplies including but not limited to cleaning chemicals, mops, brooms, etc. for the performance of this contract.

- Clean exterior and interior of all trash receptacles including hard plastic liners in decorative receptacles and rolls carts. Bag all receptacles with appropriate size liner.
- Restrooms, satellite restrooms, first aids and trauma room must be cleaned by 2PM on Tuesday and stocked by 2PM Thursday before the Spring Game.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.
- Note: Not all stadium sections may be used. Price is to be based per section.
- Pre-Cleaning for the Spring Game is optional and may or may not be requested by the University.

#### **SPRING GAME POST CLEAN:**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), stairs, elevator landings and concourses and plazas (west, south, north and east) of Tiger Stadium to the curbing.***

#### ***Description of Service Area:***

- ***East:***
  - ***11,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***1 First Aid Station***
- ***West:***
  - ***11,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***1 First Aid Station***
  - ***1 Trauma Room***
- ***South:***
  - ***22,000 seating (approx.)***
  - ***5 Men's Restrooms(approx.)***
  - ***9 Women's Restrooms(approx.)***
  - ***2 First Aid Stations***
- ***7 Satellite Restrooms***

#### **REQUIREMENTS:**

#### **PICKING/BLOWING OF SEATING AREAS:**



- Pick up any loose debris, trash, etc. from the seating area.
- With efforts to Geaux Green, it will be required for the awarded bidder to assist in these recycling efforts. In order to comply with this initiative, the awarded bidder will be required to follow the steps below.
  - Place all plastic cups and bottles in the aisle.
  - Empty all liquids out of plastic cups and bottles into 5 gallon buckets (provided by LSU).
  - Place empty containers into blue recycle bags (provided by LSU).
  - Dispose blue recycle bags into designated dumpster for recycling (provided by LSU).
- Remove any gum, stickers, graffiti or any other foreign items from seating areas.
- Blow all of the seating areas to remove loose debris, peanut shells, etc.
- Wipe down all seating to include removal of all bird feces.
- Any trash blown onto the field must be picked up and thrown away.

#### RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS:

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Remove all cobwebs from the concourse areas.
- Place all trash cans and recycle cans.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Clean off any outside air vents.
- Wipe all hand rails down.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

#### RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Remove trash and sweep restrooms.
- Remove all stock and give to designated LSU Athletic Facility Representative.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.

- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Sweep and mop floors.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR NATIONAL L CLUB SPRING GAME POST CLEAN:

- Anywhere patrons walk must be clean.
- Work will be performed in a professional and efficient manner.
- Awarded bidder will be solely responsible for supplying all equipment, machines and scrubbers, etc. to be used for cleaning along with supplies including but not limited to cleaning chemicals, mops, brooms, etc. for the performance of this contract.
- Cleaning Timeline beginning Sunday immediately following Spring Game:
  - **Sunday-** Westside and Southside Plazas of Tiger Stadium is to be deemed the top priority and must return to normal conditions by close of business on the Sunday immediately following the Spring Game. This includes removal of all trash, addressing of concrete stains, gum removal, etc. This includes inside of Gates 1-6 and out onto the curbing.
  - **Tuesday-** All areas need to be cleaned and ready for inspection by 2PM.
- Note: Not all sections may be used. Price is to be based per section.
- Spring Game post clean is optional and mayor may not be requested by the University.
- Gift Center satellite restroom must be completed and restocked for Monday morning following the Spring Game.
- Northwest field gate restrooms must be cleaned and restocked for use Monday morning following the Spring Game.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

#### BAYOU COUNTRY SUPERFEST

##### **1. PRE-CLEAN FOR BAYOU COUNTRY SUPERFEST**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (stairs that turn into ramps), stairs, elevator landings and concourses and plazas (west, south, north and east) of Tiger Stadium to the curbing.***

##### ***Description of Service Area:***

- ***50,000 seating (approx.)***
- ***17 Men's Restrooms***

- **27 Women's Restrooms**
- **7 Satellite Restrooms**
- **5 First Aids, 2 Trauma Rooms**

#### **REQUIREMENTS:**

##### **RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS/FLOOR SEATING:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Remove all cobwebs from the concourse areas.
- Place all trash cans and recycle cans.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Clean off any outside air vents.
- Clean concourse walk-ways removing any gum and addressing concrete stains. Clean block walls and doors.
- Wipe all hand rails down.
- Removal of all trash, addressing of concrete stains, gum removal, etc. on the Westside Plaza of Tiger Stadium This includes inside of Gates 1-6 and out onto the curbing.
- Remove and debris or trash from rooftops in Tiger Stadium.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

##### **RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:**

- Remove trash and sweep restrooms.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.

- Once restroom is dry, stock expendable restroom supplies from Athletic Department inventory.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR PRE-CLEAN:

- All patron walkways must be clean.
- Awarded bidder must submit a schedule of work within seven (7) business days after award.
- Awarded bidder will be solely responsible for supplying all equipment, machines and scrubbers, etc. to be used for cleaning along with supplies including but not limited to cleaning chemicals, mops, brooms, etc. for the performance of this contract.
- Clean exterior and interior of all trash. Bag all receptacles with appropriate size liner.
- Stocking of all restrooms, first aids, trauma room and satellite restrooms cannot begin until the Tuesday before Bayou Country Superfest and must be completed by final inspection Thursday at 2PM.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- Athletic Facilities Representative shall be accompanied by manager of awarded bidder on final inspection of all areas Thursday at 2PM prior to Bayou Country Superfest.
- Pre-clean for Bayou Country Superfest is optional and may or may not be requested by the University.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

#### EVENT DAY CLEANING FOR BAYOU COUNTRY SUPERFEST (FRIDAY, SATURDAY & SUNDAY)

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (ramps that turn to stairs), elevator landings and concourses.***

##### ***Description of Service Area:***

- ***50,000 seating (approx.)***
- ***17 Men's Restrooms***
- ***27 Women's Restrooms***
- ***7 Satellite Restrooms***
- ***5 First Aid Stations, 2 Trauma Rooms***

#### **REQUIREMENTS:**

##### RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS:

- Pan and broom all concourses, ramps, stramps and elevator landings of loose debris, gum and cigarette butts.
- Mop and clean-up any spills or vomit.

- Remove any full trash bags or trash left on concourse to include any trash generated by concession stands or concessionaires.
- Monitor and reline all trash and recycle cans as necessary.
- All trash must be transported to a designated area denoted by the Athletic Department throughout the event.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Monitor and maintain all restrooms by checking expendable items and replacing as necessary.
- Pan and broom floors.
- Mop spills and vomit.
- Maintain toilets as needed.
- Empty trash cans, recycle cans and feminine receptacles and reline as needed.
- Restrooms, First Aids and the Trauma Room in Tiger Stadium and the seven (7) satellite restrooms are to be serviced every twenty (20) minutes.
- All trash must be transported to a designated area denoted by the Athletic Department throughout the event.

GENERAL SPECIFICATIONS FOR BAYOU COUNTRY SUPERFEST EVENT DAY ONE & TWO:

- A minimum of 34 staff members, 5 supervisors and 1 Project Manager are to be provided for event day cleaning services in Tiger Stadium for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- An early arrival crew of two (2) males, two (2) females and one supervisor is required at 8AM each event morning. These five are included in the 37 total.
- Awarded bidder must also provide their own event day operations communication system. The Athletic Department will provide a separate device for communication between the awarded bidder and LSU.
- Awarded bidder must have all remaining workers arrive at Tiger Stadium, to a designated area set by the Athletic Facilities Department, no later than two (2) hours prior to gates opening and all workers must remain until all work is completed and the designated Athletic Facility Representative dismisses staff.
- All staff must be checked in and checked out by the designated Athletic Facilities Representative at time of arrival and departure. At any given time, available staff numbers not meeting requirements shall result in a deficiency.
- Check-in period will last for twenty (20) minutes prior to the five (5) hour arrival time. The awarded bidder will be deemed deficient shall all workers not be checked-in during this time period.

- Parking will be provided by Athletic Facilities Department at the Athletic Facility Building. Attendants must walk to the Stadium (approximately ¼ mile).
- All event times are subject to change.
- A list of all proposed equipment and supplies must be provided within five (5) business days once award is given.
- There are to be NO supplies left anywhere in the facility at any time. This includes the seven (7) satellite restrooms.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- Staffing shall be distributed throughout the stadium as listed below:

<u>AREA</u>	<u>MALE</u>	<u>FEMALE</u>	<u>MANAGERS</u>
West Bowl			
L1/FG 4 & 5	2	3	1
L3	2	3	
East Bowl			
L1/FG 10 & 11	2	3	1
L3	2	3	
South Bowl			2
L1	2	3	
L2	2	3	
Floor/Portalets/FG 4,5 AND 11	2	2	1
<b>Total:</b>	<b>14</b>	<b>20</b>	<b>5</b>

- Note: Event Day One and Two cleaning is optional and may or may not be requested by the University.

#### **POST EVENT DAY ONE & TWO CLEANING FOR BAYOU COUNTRY SUPERFEST**

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (ramps that turn to stairs), elevator landings and concourses.***

#### ***Description of Service Area:***

- ***50,000 seating (approx.)***
- ***17 Men's Restrooms***
- ***27 Women's Restrooms***
- ***7 Satellite Restrooms***
- ***5 First Aid Stations, 2 Trauma Rooms***

#### **REQUIREMENTS:**

#### **PICKING/BLOWING OF SEATING AND FLOOR AREAS:**

- Pick up any loose debris, trash, etc. from the seating area.

- With efforts to Geaux Green, it will be required for the awarded bidder to assist in these recycling efforts. In order to comply with this initiative, the awarded bidder will be required to follow the steps below.
  - Place all plastic cups and bottles in the aisle.
  - Empty all liquids out of plastic cups and bottles into 5 gallon buckets (provided by LSU).
  - Place empty containers into blue recycle bags (provided by LSU).
  - Dispose blue recycle bags into designated dumpster for recycling (provided by LSU).
- Remove any gum, stickers, graffiti or any other foreign items from seating areas.
- Blow all of the seating areas to remove loose debris, peanut shells, etc.
- Wipe down all seating to include removal of all bird feces.
- Picking up of all trash and cleaning of spills on the Floor seating area
  - No chairs can be moved or misplaced

#### RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS:

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concession stands.
- Mop and clean-up any spills or vomit.
- Monitor and reline all trash and recycle cans as necessary.
- All trash must be transported to a designated area denoted by the Athletic Facilities Department Representative throughout the event.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

#### RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Remove trash and sweep restrooms.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Restock expendable restroom supplies from Athletic Department inventory.

- Sweep and mop floors.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR BAYOU COUNTRY SUPERFEST:

- A minimum of 100 staff members, 10 supervisors and 1 Project Manager are to be provided for event day cleaning services in Tiger Stadium for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- Blowing of the seating area cannot begin until approximately (2) hours post show. LSU Athletic Facility representative will denote when blowing can begin.
- A list of all proposed equipment and supplies must be provided within five (5) business days once award of bid is given.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- All areas must be complete and clean by 9AM on Event Day 2.
- Post event day one cleaning for Bayou Country Superfest is optional and may or may not be requested by the University.

#### POST EVENT DAY THREE CLEANING FOR BAYOU COUNTRY SUPERFEST

***Note: Area to be cleaned includes entire stadium, excluding Tiger Den Suites and Stadium Club, inside of all gates to include all ramps, stramps (ramps that turn to stairs), elevator landings and concourses.***

##### ***Description of Service Area:***

- ***50,000 seating (approx.)***
- ***17 Men's Restrooms***
- ***27 Women's Restrooms***
- ***7 Satellite Restrooms***
- ***5 First Aid Stations, 2 Trauma Rooms***

#### **REQUIREMENTS:**

##### PICKING/BLOWING OF SEATING AND FLOOR AREAS:

- Pick up any loose debris, trash, etc. from the seating area.
- With efforts to Geaux Green, it will be required for the awarded bidder to assist in these recycling efforts. In order to comply with this initiative, the awarded bidder will be required to follow the steps below.
  - Place all plastic cups and bottles in the aisle.
  - Empty all liquids out of plastic cups and bottles into 5 gallon buckets (provided by LSU).
  - Place empty containers into blue recycle bags (provided by LSU).
  - Dispose blue recycle bags into designated dumpster for recycling (provided by LSU).



- Remove any gum, stickers, graffiti or any other foreign items from seating areas.
- Blow all of the seating areas to remove loose debris, peanut shells, etc.
- Wipe down all seating to include removal of all bird feces.
- Picking up of all trash and cleaning of spills on the Floor seating area
  - No chairs can be moved or misplaced

#### RAMPS/STRAMPS/CONCOURSES/ELEVATOR LANDINGS:

- Pick up, blow and sweep all debris, trash, cigarette buds and bird feces including any trash generated by concession stands.
- Mop and clean-up any spills or vomit.
- Remove any full trash bags or trash left on concourse to include any trash from concession stands including all cardboard boxes.
- Monitor and reline all trash and recycle cans as necessary.
- All trash must be transported to a designated area denoted by the Athletic Facilities Department Representative throughout the event.
- Clean all escalator stainless steel and glass walls.
- Clean all terrace glass.

#### RESTROOMS/FIRST AIDS/TRAUMA ROOM IN TIGER STADIUM AND (7) SATELLITE RESTROOMS:

- Remove trash and sweep restrooms.
- Remove all stock and turn into designated LSU Athletic Facility Representative.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Lock restrooms when completed.

## GENERAL SPECIFICATIONS FOR BAYOU COUNTRY SUPERFEST:

- A minimum of 40 staff members, 4 supervisors and 1 Project Manager are to be provided for event day cleaning services in Tiger Stadium for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- The floor seating area must be cleaned within three (3) hours of the concert ending.
- The remainder of the stadium cleaning must be complete by final inspection at 2PM on the Friday immediately following Bayou Country Superfest.
- A list of all proposed equipment and supplies must be provided once award of bid is given.
- All areas must be complete and clean by 9AM on Event Day 2.
- Post event day two cleaning is optional and may or may not be requested by the University. Gift Center satellite restroom must be completed and restocked for Monday morning following Bayou Country Superfest.
- Northwest field gate restrooms must be cleaned and restocked for use Monday morning following Bayou Country Superfest.
- No restrooms, including satellite restrooms, first aids and the trauma room shall be opened at any point for anyone including other stadium workers. All individuals are to be directed to Northwest Gate restrooms in the stadium until restrooms are unlocked at the designated time on game or event days.

## **2. FAN FEST (PARKING LOT A) EVENT DAY (FRIDAY, SATURDAY & SUNDAY) CLEANING FOR BAYOU COUNTRY SUPERFEST**

### ***Description of Service Area:***

- ***All garbage cans, grounds and port-a-potties in Lot A***
- ***7 Satellite Restrooms***

## **REQUIREMENTS:**

### **LOT A:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concessionaires.
- Mop and clean-up any spills or vomit.
- Monitor and reline all trash and recycle cans as necessary.
- All trash must be transported to a designated area denoted by the Athletic Department throughout the event.

### **PORT-A-POTTIES AND (7) SATELLITE RESTROOMS:**

- Monitor and maintain all restrooms by checking expendable items and replacing as necessary.
- Pan and broom floors.
- Mop spills and vomit.

- Maintain toilets as needed.
- Empty trash cans, recycle cans and feminine receptacles and reline as needed.
- Restrooms, First Aids and the Trauma Room in Tiger Stadium and the seven (7) satellite restrooms are to be serviced every twenty (20) minutes.
- All trash must be transported to a designated area denoted by the Athletic Department throughout the event.

**GENERAL SPECIFICATIONS FOR FAN FEST OF BAYOU COUNTRY SUPERFEST:**

- A minimum of 8 staff members (four (4) male and four (4) female) and 1 supervisors are to be provided for event day cleaning services in the Fan Fest (Lot A) area for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- Gates open tentatively at 11AM. Attendants must arrive no later than one (1) hour prior to gates opening. (Note: This time is subject to change.)
- Check-in period will last for twenty (20) minutes prior to the one (1) hour arrival time. The awarded bidder will be deemed deficient shall all workers not be checked-in during this time period.
- A list of all proposed equipment and supplies must be provided within five (5) business days once award of bid is given.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- Fan Fest event day one and two is optional and may or may not be requested by the University.

**3. FAN FEST (PARKING LOT A) EVENT DAY ONE & TWO POST CLEANING FOR BAYOU COUNTRY SUPERFEST**

***Description of Service Area:***

- ***All garbage cans, grounds and port-a-potties in Lot A***
- ***7 Satellite Restrooms***

**REQUIREMENTS:**

**Lot A:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concessionaires.
- Mop and clean-up any spills or vomit.
- Reline all trash and recycle cans.
- All trash must be transported to a designated area denoted by the Athletic Department.

**(7) SATELLITE RESTROOMS:**

- Remove trash and sweep restrooms.

- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Restock expendable restroom supplies from Athletic Facilities Department inventory.
- Sweep and mop floors.
- Lock restrooms when completed.

**GENERAL SPECIFICATIONS FOR EVENT DAY ONE AND TWO POST CLEAN FOR FAN FEST (LOT A) BAYOU COUNTRY SUPERFEST:**

- A minimum of 8 staff members (four (4) male and four (4) female) and 1 supervisors are to be provided for post event day cleaning services in the Fan Fest (Lot A) area for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- Lot A and all satellite restrooms must be thoroughly cleaned and prepared by 7AM on Event Day 2.
- Port-a-potties will be serviced overnight by the port-a-potty bidder, however, stock must be rechecked for any refill at report time on Event Day 2.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.
- A list of all proposed equipment and supplies must be provided within five (5) business days once award of bid is given.
- Fan Fest Parking Lot A event Day one cleaning is optional and may or may not be requested by the University.

**4. FAN FEST (PARKING LOT A) EVENT DAY THREE POST CLEANING FOR BAYOU COUNTRY SUPERFEST**

***Description of Service Area:***

- ***All garbage cans, grounds and port-a-potties in Lot A***
- ***7 Satellite Restrooms***

**REQUIREMENTS:**

**LOT A:**

- Pick up, blow and sweep all debris, trash and bird feces including any trash generated by concessionaires.
- Mop and clean-up any spills or vomit.
- Reline all trash and recycle cans.
- All trash must be transported to a designated area denoted by the Athletic Facilities Department.

**(7) SATELLITE RESTROOMS:**

- Remove trash and sweep restrooms.
- Remove all stock and turn into designated LSU Athletic Facility Representative.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Lock restrooms when completed.

**GENERAL SPECIFICATIONS FOR EVENT DAY THREE POST CLEAN FOR FAN FEST (LOT A) BAYOU COUNTRY SUPERFEST:**

- A minimum of 8 staff members (four (4) male and four (4) female) and 1 supervisors are to be provided for post event day cleaning services in the Fan Fest (Lot A) area for Bayou Country Superfest. Any additional staff members to be used must be included in the bid price. If the awarded bidder sees during the event additional staff is necessary to complete the work, it shall be at no additional charge to the University.
- Lot A and all satellite restrooms must be thoroughly cleaned and prepared by end of business on the Monday immediately following Bayou Country Superfest.
- A list of all proposed equipment and supplies must be provided within five (5) business days once award of bid is given.
- Fan Fest event day two post cleaning is optional and may or may not be requested by the University.

**PICKING OF ALL SEATING AREAS**

***Description of Service Area:***

***102,321 seating (approx.)***

**REQUIREMENTS:**

- Pick up any loose debris, trash, etc. from the seating area.
- With efforts to Geaux Green, it will be required for the awarded bidder to assist in these recycling efforts. In order to comply with this initiative, the awarded bidder will be required to follow the steps below.
  - Place all plastic cups and bottles in the aisle.
  - Empty all liquids out of plastic cups and bottles into 5 gallon buckets (provided by LSU).
  - Place empty containers into blue recycle bags (provided by LSU).
  - Dispose blue recycle bags into designated dumpster for recycling (provided by LSU).
- Remove any gum, stickers, graffiti or any other foreign items from seating areas.
- Note: Picking up all seating areas is optional and may or may not be requested by the University.

**BLOWING OF ALL SEATING AREAS**

***Description of Service Area:***

***102,321 seating(approx.)***

## **REQUIREMENTS:**

- Blow all of the seating areas to remove loose debris, peanut shells, etc.
- Wipe down all seating to include removal of all bird feces.
- Any trash blown onto the field must be picked up and thrown away.
- Note: Blowing of all seating areas is optional and may or may not be requested by the University.

### **ALEX BOX CLEANING**

#### **ANNUAL PRE-CLEAN**

**Note:** The areas to be serviced shall include all patron seating, restrooms, concourses, and plazas, in and around Alex Box Stadium. Third level suite seating, third level concourse and all interior of concession stands shall be excluded from the service contract.

#### **Seating Area Includes:**

Seats:	10,150
Men's Restrooms:	6
Women's Restrooms:	6
Family Restrooms:	6
First Aid	1

#### **Concourse Area Includes:      40,000 sq. ft. (approx.)**

Ground Level  
Second Level

## **REQUIREMENTS:**

### **STAIRS/CONCOURSES:**

- Pick up, blow and sweep all debris, trash and feces including any trash generated by concession stands.
- Remove all cobwebs and bird nests from concourse areas.
- Place all trash cans and recycle cans in designated areas denoted by LSU Athletic Facilities throughout the stadium.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Wipe down all exposed speakers with LSU Athletic Facilities approved cleaning chemical and process.
- Wipe down all light fixtures. Remove any bugs or residue from inside the fixture.
- Clean off any outside air vents.
- Clean concourse walk-ways removing any gum and addressing concrete stains. Clean block walls and doors.
- Wipe all hand rails.
- Removal of all trash, addressing of concrete stains, gum removal, etc. on all plazas outside Gate 1, Gate 2 (including Champions Circle to the drive lane), Gate 3 and Gate 4.
- Remove all peanut shells, trash and debris underneath left, right and outfield bleachers.

#### RESTROOMS/FIRST AID:

- Remove trash and sweep restroom.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Wash out restroom/squeegee all water into the drain.
- Wash and dry all area/sides of toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers. Graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs and debris. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs.
- Place and line trash cans.
- Line wall trash cans
- Once restroom is dry, stock expendable restroom supplies from Athletic Department inventory.
- Lock restrooms when completed.

#### GENERAL SPECIFICATIONS FOR PRE-CLEAN:

- All patron walkways must be clean.
- Awarded bidder must submit schedule of work within seven (7) business days after award.
- Awarded bidder will be solely responsible for supplying all equipment, machines and scrubbers, tec. To be used for cleaning along with supplies including but not limited to cleaning chemicals, mops, brooms, etc. and for the performance of this contract.
- Clean exterior and interior of all trash receptacles. Bag all receptacles with appropriate size liner.
- All expendable supplies will be supplied by LSU Athletic Facilities including but not limited to toilet paper, paper towels, etc.

#### GAMEDAY/POST GAME CLEANING

##### **REQUIREMENTS:**

- GAME:
  - Provide price per hour per attendant to cover all restrooms, seating areas, concourses and stairwells for each game.
  - Provide price per hour per supervisor to monitor and assist attendants working each game.



- A game will require a minimum of four (4) attendants for a minimum of a five (5) hour window.
- Based on the number of attendants requested for an event, the genders of the attendants must be split evenly.
  - For example: If an event requires eleven (11) employees, one (1) must be a supervisor, five (5) must be female and five (5) must be male.
- **POST GAME:**
  - Awarded bidder shall be required to provide a minimum of 20 custodians as well as 2 supervisors for each on-site cleaning. Any additional staff members to be used shall be included in the bid price. There shall be no extra charge for additional staff.
  - Minimum numbers are required to remain on site throughout the duration of the clean-up. Once the Athletic Facility checklist is signed off by awarded bidder and Athletic Facility representative, the clean-up will be labelled as completed.
  - Awarded bidder is required to report two (2) hours post first pitch. In the event of weather, it is the awarded bidder's responsibility to confirm delays or game changes. If a game should be cancelled after first pitch occurs, the awarded bidder is still responsible for cleaning the venue as scheduled.
- Awarded bidder will be required to furnish all labor, equipment, materials, supervision, services and supplies (with the exception of hand soap, paper towels, toilet tissue, trash bags and feminine supplies) necessary to perform this contract. This includes truck and trailer to transport trash to designated location denoted by Athletic Facilities personnel working the clean-up with awarded bidder. LSU Athletic Facilities personnel will be on site to inventory the supplies as they are given to the awarded bidder for each cleaning. Awarded bidder shall not remove any materials from the supply room without approval from Athletic Facility staff.
- The awarded bidder will be provided with a schedule of events (as it becomes available) requiring their services and must coordinate their work schedule with the Athletic Department representative. It is estimated that Awarded bidder's services will be required approximately 30 times throughout the season, not including the pre and post clean. A unit price for an individual cleaning, that covers everything listed in these specifications, shall be submitted in the solicitation for if any reason additional clean-ups are requested.

## **POST SEASON CLEANING**

### **STAIRS/CONCOURSES:**

- Pick up, blow and sweep all debris, trash and feces including any trash generated by concession stands.
- Remove all cobwebs and bird nests from concourse areas.
- Remove all trash cans and recycle cans, wash out interior and exterior of cans and place in designated areas denoted by LSU Athletic Facilities throughout the stadium.
- Wipe all signage of bird feces, cobwebs and other residual debris.
- Wipe down all exposed speakers with LSU Athletic Facilities approved cleaning chemical and process.
- Wipe down all light fixtures. Remove any bugs or residue from inside the fixture.
- Clean off any outside air vents.
- Clean concourse walk-ways removing any gum and addressing concrete stains. Clean block walls and doors.
- Wipe all hand rails.
- Removal of all trash, addressing of concrete stains, gum removal, etc. on all plazas outside Gate 1, Gate 2 (including Champions Circle to the drive lane), Gate 3 and Gate 4.

- Remove all peanut shells, trash and debris underneath left, right and outfield bleachers.
- Clean and stack all trash cans in designated area denoted by the LSU Athletic Facilities representative.

#### RESTROOMS/FIRST AID:

- Remove trash and sweep restroom.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Wash out restroom/squeegee all water into the drain.
- Wash and dry all area/sides of toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers. Graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs and debris. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs.
- Remove all expendable stock from restrooms and First Aids.
- Lock restrooms when completed.

### PETE MARAVICH ASSEMBLY CENTER

#### ***Description of Service Area:***

Seating Area: 13,215 (approximately depending on sport and setup)

4 lower portal entrances

3 Women's Restrooms

3 Men's Restrooms

Upper Concourse

1 First Aid

6 Women's Restrooms

3 Men's Restrooms

Exterior

2 stairs

2 ramps

Concourse

Pad

All curbing and plazas to North Stadium, to the curb of Cox Building/Huey P. Long Fieldhouse in Lot 201, Sportshop/along fence of Bernie Moore and to the Gymnastics Practice Facility.

Legends Club and TAF offices are not included in this cleaning specifications.

#### RESTROOMS/FIRST AID:

- Remove trash and sweep restroom.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Wash out restroom/squeegee all water into the drain.
- Wash and dry all area/sides of toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers. Graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs and debris. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs.
- Lock restrooms when completed.

#### SEATING AREA/CONCOURSES/PORTALS/STAIRWELLS:

- Sweep and mop all concourses and stairwells.
- Pick-up all containers of liquid to prevent spilling and staining of floors and seats.
- Trash to be bagged and placed in compactor at Northeast entrance.
- Vacuum all areas to remove popcorn and other debris not removed by sweeping.
- Remove all gum stuck to seats, floors, walls and rails.
- Wet mop entire areas to remove all spills and stains.
- 200 and 300 level seating areas, isles and walkways must to be scrubbed with nylon brushes or similar equipment to ensure stain removal.

#### ATTENDANTS

- Provide price per hour per attendant to cover all restrooms, seating areas, concourses and stairwells for an event.
- Provide price per hour per supervisor to monitor and assist attendants working an event.
- An event will require a minimum of six (6) attendants for a minimum of a four (4) hour window.
- Based on the number of attendants requested for an event, the genders of the attendants must be split evenly.
  - For example: If an event requires eleven (11) employees, one (1) must be a supervisor, five (5) must be female and five (5) must be male.

## GENERAL SPECIFICATIONS

- Awarded bidder shall provide 30 employees and 2 supervisors to complete work requests.
- No gas powered equipment shall be used. Battery powered and/or electric equipment only.
- Two prices shall be submitted for this facility based on the below classifications.
  - Full arena (seating, stairwells, portals, restrooms, first aid)
  - Lower bowl (seating, portals, portal restrooms)

### GENERAL SPECIFICATIONS FOR ALL AREAS OF THIS BID:

- All personnel are expected to work in a manner which will maintain the security and best interests of the University. The University reserves the right to require the awarded bidder to remove from all work in this contract any employee deemed incompetent, careless, insubordinate, or otherwise objectionable, or any personnel whose actions are deemed to be contrary to the public interests or inconsistent with the best interest of the University.
- Awarded bidder shall not allow any person under twenty (20) years of age or any person that is not on the awarded bidder's payroll in the building at any time. List of names, ages and date of birth of workers for each cleanup shall be submitted to the appointed LSU Athletic Facility staff member upon arrival for duty each day of work including pre and post event cleanings. This list will be used to check employees in for duty at the beginning of the clean-up. LSU Athletic Facility Personnel holds the right to request proof of identification at any time during the duration of the contract. Awarded bidder is not allowed to release anyone until the LSU Athletic Department Representative has checked them out.
- Anyone associated with the awarded bidder will be the awarded bidder's responsibility.
- Awarded bidder's supervisory- level personnel must be on the job site each day cleaning is performed and be accessible to the University's representative. These personnel must have 2-way radio capability to communicate with his/her staff, to be provided by awarded bidder.
- Awarded bidder will be required to provide all transportation (golf carts, lifts, sweepers, etc.) needed to properly perform the specified jobs. At no time should the awarded bidder transport any fan, etc. who are not associated with the awarded bidder.
- All objects (wallets, clothes, umbrellas, etc.) found by awarded bidder or awarded bidder's personnel shall be turned into the LSU Athletic Facilities representative.
- Awarded bidder is to contract for goods, services and employment in his firm's name and not implicate the University directly or by inference in any transactions.
- Awarded bidder is to report to LSU Athletic Facilities representative, in writing, anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc. immediately upon findings.
- Awarded bidder is to be, in all respects, an independent contractor and none of his employees are to be regarded as employees of the University.
- The LSU Athletic Facilities representative is to at all times have access to all areas of work in progress.
- Awarded bidder and any additional staff working in the stadium must be dressed in a collared uniform shirt clearly identifying the company they are working for on the front and back.

Managers and supervisors must be dressed in the same shirt of a different color. Uniform shirts may not be white, bright green or purple in color. Sample of the uniform shirt must be submitted with the bid.

- Staff designated for all areas of the contract must be separate from any other contract that may be held with the University or Athletic Department.
- Upon request, the awarded bidder must be able to provide a current background check on any employee. A deficiency shall result if any employee of the awarded bidder cannot produce a background check or the employee does not pass a background check. This will also result in the removal of the employee from the LSU Campus.
- Checklists will be utilized to verify all aspects of these specifications are met for each cleaning at each venue. Should any items not completed on the checklist be completed by the agreed upon deadline, a deficiency shall be filed with the University.
- There is no smoking or consuming of alcoholic beverages while on the premise and in doing so will result in a deficiency on the contract.
- Any employee found to be under the influence will be asked to be removed immediately and will result in a deficiency on the contract.
- LSU Athletic Facilities withholds the right to remove an employee including but not limited to the following reasons:
  - Tip jars
  - Taking of marketing materials, concession items or any items deemed unnecessary to complete the tasks set forth in this contract.
  - Inappropriate cat calling or other suggestive moves or words
  - Anyone seeming to be under the influence of any drugs or alcohol
  - Anyone insubordinate to LSU Athletic Facility staff.
- Any deficiencies within the contract will be reported. Deficiencies include: Failure to complete tasks as specified, inappropriate conduct of employees, less than the required number of workers onsite for an event, etc. The awarded bidder will be notified of the deficiency with an opportunity to remedy the situation.
- If three or more deficiencies are reported within one event period, liquidated damages will take effect. The charge (\$1,000 per deficiency) is designed to compensate the department for undue hardships, which would be caused by the inability of the facility being properly and efficiently cleaned in a timely manner for the upcoming event. The department will designate the liquidated damages necessary for the charges. Example: If trash is left on the rooftops during a game and the required number of workers are not onsite for the event, then a liquidated damages fee will be in effect. Anything that will result in LSU to utilize our own resources to remedy, will result in liquidated damages.
- Any awarded bidder using a subcontractor to complete any part of this contract must submit for approval the name of the subcontractor before the contract can be awarded. LSU withholds the right to deem any subcontractor unqualified.
- Awarded bidder shall provide a Project Manager to oversee and supervise all work under the contract. It will be required that the manager be on site for the duration of these services. Project Manager shall have a minimum of three (3) years of experience supervising custodial services for an entertainment venue having a minimum capacity of 60,000 people. Awarded

bidder shall furnish with this contract submission the name, qualifications and resume of the Project Manager.

- Awarded bidder shall have a minimum of (5) years of experience providing custodial services. There must be at least one sporting arena of which should have a minimum seating capacity of at least 60,000 people. Awarded bidder must provide a minimum of three (3) successful references within the last five (5) years affirming such experience. There can be one athletic venue to make up the 5 years of experience, but the awarded bidder must have cleaned at least three venues at one institution. For example: If the awarded bidder has only worked at Alabama in the past 5 years, they must have cleaned the football stadium as well as 2 other sporting venues during that time period.
- Backpack blowers, sweepers, scrubbers, etc. must be checked by awarded bidder prior to use on any LSU athletic premises. Any leaks or damage by faculty equipment will be the awarded bidders' responsibility to repair and/or clean.
- Any subcontractors being utilized to complete part or all of the above described work must be approved by LSU Athletic Facilities prior to work taking place.
  - If approved, the awarded bidder will take full responsibility for subcontractor.
- Power washing cannot be completed on any brick paver surfaces surrounding an athletic facility.
- 
- Louisiana State University is a tobacco free campus and this shall be honored in all athletic venues.
- Awarded bidder must also provide their own game day operations communication system. Each supervisor on staff must have their own communication device. The Athletic Department will provide a separate device for communication between the awarded bidder and LSU. The supervisor or manager of each event will receive an Athletic Department radio to communicate with the Athletic Department representative.
- There shall be no workers, including supervisors, in the seating area at any point during a game day other than for working purposes.
- A list of all proposed equipment and supplies must be provided with the bid with submission
- All game times are subject to change.
- As dumpster locations change frequently, examples of some locations will be given in the pre-bid meeting, but otherwise will need to be discussed with the Athletic Department upon award.
- Optional cleaning will be billed according to use per sections where it is needed.

VENUE	ITEM	QTY	UNIT	UNIT COST	EXT COST	DESCRIPTION					
Tiger Stadium	1	1	EA	\$ 12,000.00	\$ 12,000.00	Annual Pre-Season Cleaning at Tiger Stadium, per the attached specifications and schedule.					
Tiger Stadium	2	8	EA	\$ 18,000.00	\$ 144,000.00	Gameday Cleaning at Tiger Stadium, per the attached specifications and schedule.					
Tiger Stadium	3	8	EA	\$ 4,200.00	\$ 33,600.00	Post Gameday/Game Prep Cleaning at Tiger Stadium, per the attached specifications and schedule.					
Tiger Stadium	4	1	EA	\$ 4,000.00	\$ 4,000.00	Pre-Cleaning for Spring Game at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	5	1	EA	\$ 8,000.00	\$ 8,000.00	Post Clean for Spring Game at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	6	1	EA	\$ 8,000.00	\$ 8,000.00	Pre-Cleaning for Bayou Country Superfest at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	7	1	EA	\$ 21,000.00	\$ 21,000.00	Event Day One, Two, & Three Cleaning for Bayou Country Superfest at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	8	2	EA	\$ 11,000.00	\$ 22,000.00	Post Event Day One & Two Post Cleaning for Bayou Country Superfest at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	9	1	EA	\$ 10,000.00	\$ 10,000.00	Post Event Day Three Cleaning for Bayou Country Superfest at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	10	1	EA	\$ 3,000.00	\$ 3,000.00	Fan Fest Event Day One, Two, & Three Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	11	1	EA	\$ 500.00	\$ 500.00	Fan Fest Event Day One & Two Post Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	12	1	EA	\$ 500.00	\$ 500.00	Fan Fest Event Day Three Post Cleaning for Bayou Country Superfest, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	13	8	EA	\$ 7,200.00	\$ 57,600.00	Picking of all Seating Areas at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Tiger Stadium	14	8	EA	\$ 6,100.00	\$ 48,800.00	Blowing of all Seating Areas at Tiger Stadium, IF REQUESTED, per the attached specifications and schedule.					
Alex Box	15	1	EA	\$ 3,000.00	\$ 3,000.00	Annual Pre-Season Cleaning at Alex Box, per the attached specifications and schedule.					
Alex Box	16	35	EA	\$ 2,775.00	\$ 97,125.00	Custodial Services, Cleaning of Alex Box Grandstands, Restrooms, and Concourse areas following each home game. First home game is February 2017. Scope of contract					
Alex Box	17	1	EA	\$ 3,000.00	\$ 3,000.00	Annual Post-Season Cleaning at Alex Box, per the attached specifications and schedule.					
PMAC	18	85	EA	\$ 1,995.00	\$ 169,660.00	Full arena clean-up to include: Full concourse & restrooms, corridors, lower restrooms & dressing rooms. Lower level seating area & synthetic floor area in front of & bet					
PMAC	19	40	EA	\$ 300.00	\$ 12,000.00	Arena floor with platform seating retracted.					
PMAC	20	35	EA	\$ 170.00	\$ 5,950.00	Arena floor with platform seating in place.					
PMAC	21	50	EA	\$ 140.00	\$ 7,000.00	Ground level corridors including restrooms/dressing rooms.					
PMAC	22	30	EA	\$ 32.00	\$ 960.00	Ground level - individual corridors with restrooms.					
PMAC	23	10	EA	\$ 320.00	\$ 3,200.00	Ground level - dressing room area.					
PMAC	24	15	EA	\$ 299.00	\$ 4,485.00	Lower level seating area.					
PMAC	25	455	EA	\$ 14.00	\$ 6,370.00	Lower level seating area - per section (aisle to aisle, inclusive).					
PMAC	26	10	EA	\$ 600.00	\$ 6,000.00	Middle level seating area.					
PMAC	27	50	EA	\$ 25.00	\$ 1,250.00	Middle level seating area - per section (aisle to aisle, inclusive)					
PMAC	28	50	EA	\$ 19.00	\$ 950.00	Middle level seating area - transverse per section.					
PMAC	29	50	EA	\$ 19.00	\$ 950.00	Middle level seating area - portal area. Price per portal.					
PMAC	30	5	EA	\$ 900.00	\$ 4,500.00	Upper level seating area.					
PMAC	31	50	EA	\$ 32.00	\$ 1,600.00	Upper level seating area - per section (aisle to aisle, inclusive), price per section.					
PMAC	32	10	EA	\$ 325.00	\$ 3,250.00	Full concourse and restroom.					
PMAC	33	30	EA	\$ 30.00	\$ 900.00	One-fourth (1/4) concourse, price per section.					
PMAC	34	5	EA	\$ 30.00	\$ 150.00	Area pick-up - lower level seating area (28 sections), price per section.					
PMAC	35	5	EA	\$ 32.00	\$ 160.00	Area pick-up - middle level seating area (28 sections), price per section.					
PMAC	36	5	EA	\$ 36.00	\$ 180.00	Area pick-up - upper level seating area (44 sections), price per section.					
PMAC	37	15	EA	\$ 160.00	\$ 2,400.00	Outside area - main entrances, ramps and sidewalks.					
PMAC	38	18	HR	\$ 20.00	\$ 360.00	Attendants to cover all restrooms, seating areas, concourses and stairwells per event as needed basis, per the attached specifications and schedule.					

**BOARD OF SUPERVISORS  
LOUISIANA STATE UNIVERSITY AND  
AGRICULTURAL & MECHANICAL COLLEGE  
Purchasing Office, 213 Thomas Boyd Hall  
Baton Rouge, LA 70803-3001**

**INSURANCE REQUIREMENTS**

**WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:** The Contractor shall, before commencing any work to be conducted under this contract, procure Workmen's Compensation and Employer's Liability insurance with a limit of liability as required by the Labor Code of the State of Louisiana with an insurance company authorized to write such policies of insurance in the State of Louisiana. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Workmen's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract. The Employer's Liability limit shall be \$1,000,000 when work is over water and involves maritime exposure.

**COMMERCIAL GENERAL LIABILITY INSURANCE:** Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. This insurance shall include the following coverage:

1. Premises - Operations;
2. Broad Form Contractual Liability;
3. Products and Completed Operations;
4. Use of Contractors and Subcontractors;
5. Personal Injury;
6. Broad Form Property Damage;
7. Explosion, Collapse and Underground (XCU) Coverage.

**BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Business Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverages:

1. Owned automobiles;
2. Hired automobiles;
3. Non-owned automobiles.

If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized for the execution of the contract, then automobile coverage is not required.

Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as additional insured on all liability policies. A Thirty (30) day prior notice of cancellation must be given to the University for all required coverages. Insurance must be from a company with an A.M. Best's rating of no less than A:VI who is authorized to do business in the State of Louisiana. The A.M. Best's rating requirement may be waived for Worker's Compensation only.

The successful contractor is to provide the owner with a certificate of insurance prior to commencement of work.



## INDEMNIFICATION AGREEMENT

The \_\_\_\_\_ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless Louisiana State University and A & M College, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of \_\_\_\_\_ (Contractor), its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by \_\_\_\_\_ (Contractor) as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of Louisiana State University and A & M College, the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. \_\_\_\_\_ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date Accepted

Is Certificate of Insurance Attached? \_\_\_\_ Yes \_\_\_\_ No

Bid or RFQ No. \_\_\_\_\_ for Board of Supervisors of Louisiana State University and A & M College

Purpose of Contract: \_\_\_\_\_

Rev. 2/12/03

**LSU TERM CONTRACT – SPECIAL CONDITIONS**

These special conditions shall apply to LSU Term Contracts, in addition to all Standard Terms and Conditions.

A "Term Contract" is defined as an agreement with a Vendor to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Such pricing agreements are commonly referred to as standing agreements, open end contracts, and requirements contracts. Purchase/release orders issued against term contracts serve as the Vendor's authorization to ship goods and/or provide services.

**1. Scope of Contract**

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning date of award and ending 06/30/2017, in accordance with all specifications, terms, and conditions.

**2. Initial Contract Period**

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

**3. Contract Renewals/Extensions**

At the option of LSU and acceptance by the Vendor, this contract may be renewed for 2 additional 12 month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed 36 months.

**4. Estimated Quantities**

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Vendors are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Vendor must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

**5. Firm Pricing**

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

*LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.*

**6. Insurance Requirements**

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Vendor shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

**7. Vendor Parking on the LSU Campus – Permits & Gate Passes**

Vendors and contractors needing access to reserved, gated "C" parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking, Traffic and Transportation (PTT). Visit the LSU/PTT website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the "Permits" webpage for details.

Vendor requests are considered and granted by PTT, subject to an annual fee and qualifying criteria. Vendors not qualifying for gate passes may be granted general permits for outlying parking lots at no charge. All vendors are responsible for adhering to LSU Parking Rules and Regulations (see the PTT "Information" webpage). Direct any questions to PTT at 225-578-5000, or visit their office located in the Public Safety Building on South Stadium Road, Baton Rouge, LA 70803.

**8. Vendor Non-Performance**

Vendor is required to perform in strict accordance with all contract specifications, terms, and conditions. Vendor will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event Vendor is issued three (3) or more complaints of non-performance, LSU reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the Vendor non-responsible in future solicitations.

**9. Contract Amendments**

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to LSU Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Purchasing and issuance of a formal LSU Contract Amendment. The Vendor shall honor purchase/release orders issued prior to the approval of any contract amendment as applicable.

#### **10. Price Reductions**

Whenever price reductions are made by the Vendor/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Vendor shall give prompt written notice to LSU Purchasing of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Vendors found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

#### **11. Product Substitutions**

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Vendor's expense, and non-payment.

By submitting a bid, Vendors are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Vendors are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Vendor's own elective change to another supplier may be disapproved at the sole discretion of LSU Purchasing.

Departments are not authorized to approve or accept product substitutions without Purchasing's approval. Vendors who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

#### **12. Right to Add Department Users**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments to use the contract as their needs arise; and Vendor shall honor all such purchase/release orders.

#### **13. Non-Exclusivity**

This agreement is non-exclusive and shall not in any way preclude LSU from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

#### **14. Contract Usage Report**

The Vendor shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

#### **15. Contract Evaluation**

LSU Purchasing welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Vendor's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Vendor performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Vendor.

The following forms are tools for evaluating our contracts and Vendor performance, and may be accessed at our website ([www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing)) under Forms/General:

- PUR512 Contract Suggestions
- PUR514 Contract Performance Evaluation
- PUR515 Deficiency/Complaint Report

#### **16. Termination for Non-Appropriation of Funds**

*The following condition shall apply to any contract covering multiple fiscal years:*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the

PUR530 rev 8/2011

**Solicitation # 0000000009**

contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.